

MINUTES OF A REGULAR MEETING OF THE HYRUM CITY PLANNING  
COMMISSION HELD THURSDAY, FEBRUARY 11, 2016 IN THE HYRUM CITY  
COUNCIL ROOM, 60 WEST MAIN.

**CONVENED:** 6:30 P.M.

**CONDUCTING:** Chairwoman Terry Mann.

**PRESENT:** Chairwoman Terry Mann, Commissioners Wayne Olsen, Jeff Nielsen and Alternate Kevin Anderson.

**EXCUSED:** Vice-Chairwoman Angi Bair, Commissioner Brian Carver

**OTHERS PRESENT:** City Administrator Ron Salvesen and Teresa Jewkes. Secretary Michelle Jensen recorded the minutes.

**PLEDGE OF ALLEGIANCE:** Commissioner Jeff Nielsen

**INVOCATION:** Commissioner Wayne Olsen

**APPROVAL OF MINUTES:**

Discussion:

NA

**ACTION** Commissioner Jeff Nielsen made a motion to approve the minutes of October 29, 2015 as written. Commissioner Wayne Olsen seconded the motion and all commissioners present voted aye.

**AGENDA APPROVAL:**

A Copy of the notice and agenda for this meeting was FAXED to The Herald Journal, and mailed to each member of the Planning Commission, and posted at the City Offices more than forty-eight hours before meeting time.

**ACTION** Commissioner Kevin Anderson made a motion to approve the Agenda for February 11, 2016 as written. Commissioner Jeff Nielsen seconded the motion and all commissioners present voted aye.

AGENDA

6. SCHEDULED DELEGATIONS:
  - A. [Teresa Jewkes, Log Furniture Site, Inc.](#) - to request site plan approval for a wood furniture business at 1700 East Anvil Road, Hyrum.
7. OTHER BUSINESS:
  - A. [Annual Planning Commission Review:](#)

- I. Election of Planning Commission Chairman and Vice Chairman.
  - II. Review appointment terms of Planning Commission Members.
  - III. Set meeting schedule for the year.
  - IV. Review past years work - conducted by Vice Chairman.
  - V. Work program for the coming year.
8. ADJOURNMENT

***SCHEDULED DELEGATIONS:***

- A. TERESA JEWKES, LOG FURNITURE SITE, INC. - TO REQUEST SITE PLAN APPROVAL FOR A WOOD FURNITURE BUSINESS AT 1700 EAST ANVIL ROAD, HYRUM.

Discussions:

Teresa had not arrived at the meeting so Chairwoman Terry Mann went to the next agenda item.

***OTHER BUSINESS:***

- A. Annual Planning Commission Review.

Discussion

1. Election of Planning Commission Chairman and Vice Chairman.

**ACTION** Commissioner Jeff Nielsen made a motion to nominate Commissioner Angi Bair to be the Planning Commission Chairwoman for 2016. Commissioner Kevin Anderson seconded the motion and all commissioners present voted aye.

**ACTION** Commissioner Kevin Anderson made a motion to nominate Commissioner Terry Mann to be the Planning Commission Vice Chairwoman for 2016. Commissioner Jeff Nielsen seconded the motion and all commissioners present voted aye.

2. Review terms of Planning Commission Members.

Member	Year Term Ends
Wayne Olson	2017
Brian Carver	2018
Terry Mann	2019
Jeff Nielsen	2020
Angi Bair	2021
Kevin Anderson	Alternate

3. Set meeting schedule for the year.

The Hyrum City Planning Commission will hold regularly scheduled meetings on the second Thursday of each month at 6:30 p.m. All meetings are conducted at the Hyrum City Council Chambers, 60 West Main, Hyrum.

4. Review past years work - conducted by Vice Chairman.

Commissioner Kevin Anderson read aloud the 2015 Planning Commission Review. (See attached.)

5. Work program for the coming year.

Commissioner Wayne Olsen asked if trails where something we could help move along.

Ron Salvesen said the county had hired a trail coordinator and Hyrum City was the first community to reach out to him so he is actively working on trails in our city.

Commissioner Kevin Anderson asked if getting a sidewalk from Hammer Road to Hollow Road was something they could help with.

Ron Salvesen said they have applied for a safety sidewalk grant and did not get it, they would reapply in 2016 and keep trying to find the funds to complete that project.

***SCHEDULED DELEGATIONS:***

**A. TERESA JEWKES, LOG FURNITURE SITE, INC. - TO REQUEST SITE PLAN APPROVAL FOR A WOOD FURNITURE BUSINESS AT 1700 EAST ANVIL ROAD, HYRUM.**

Teresa arrived at 6.45pm.

Chairwoman Terry Mann asked Teresa to approach the commissioners and present her site plan.

Teresa asked the commissioners if they knew where the building was located.

All commissioners present stated they did.

Teresa said currently they are doing a little bit of manufacturing but that is not the direction she would like to head. She stated she would like to mostly sell other people's products online and just drop ship them. Teresa said she has two employees that are both part time totaling about 50 hours a week together. She mentioned all the sales where done online, there may be a few that find them locally. She does not expect customers coming or parking at the location. She stated they have two shipments a week going out. Teresa said it could get a little bigger before its gets smaller, the most she foresees is four or five employees.

Ron Salvesen said that if she ever wanted to have a retail location she would have to come back and get approval for a conditional use permit.

Teresa asked if he could explain that to her.

Ron Salvesen said the way it is setup she can do her manufacturing and online sales but if she had a show room or retail sales she would need to come back for additional approval.

Commissioner Jeff Nielsen asked if they are planning to have outside storage.

Teresa said not right now, if they do the landlord currently has a fenced in area on the south side of the building they would use. She stated he has some storage in there but she is not sure that she will.

Commissioner Jeff Nielsen asked what kind of furniture they make.

Teresa said log and rustic furniture. She stated they don't really have any machines in there, they can build it with hand tools. She stated they do have a table saw and a planer.

Commissioner Jeff Nielsen asked what her business name was.

Teresa stated Log Furniture Site.

Chairwoman Terry Mann asked about dumpsters.

Teresa stated right now there is one for cardboard and one for garbage.

Chairwoman Terry Mann asked if those were in a fenced area.

Teresa said no, she is not sure they can be in a fenced area. They are located next to a white picket fence currently.

Commissioner Wayne Olsen asked how they will get rid of left over wood.

Teresa stated that they currently just keep it, they have a trailer they park inside and when that is full they take it to Logan City dump.

Commissioner Kevin Anderson asked if she anticipate any signage.

Teresa said not right now, it's in a place that no one will see it. She stated it currently has the 1700 South sign on the building.

Chairwoman Terry Mann asked if they had passed all fire requirements.

Teresa stated they have not had the fire inspection yet.

Chairwoman Terry Mann asked if they planned on doing that soon.

Teresa said yes.

Ron Salvesen said the city will not be able to issue a business license without that.

Chairwoman Terry Mann asked about lighting.

Teresa said the only light she has noticed is above the front door.

Commissioner Jeff Nielsen stated that if they do have retail sales they will need to come back for a conditional use permit.

Commissioner Wayne Olsen said his concern is if she builds it how are customers going to buy it if they don't come look at it.

Teresa said it is sold online, most of it is sold sight unseen. She said if she has five people stop by in a month that would be a lot.

Commissioner Kevin Anderson asked if they are leasing the building.

Teresa said yes.

Commissioner Kevin Anderson asked if the landlords had an existing plan for keeping weeds down, landscaping, etc.

Teresa said no they do not. She stated that they have gravel and pavement, she hasn't seen any sort of scrubs that she will need to keep up.

Commissioner Kevin Anderson said on the south side there is not much that goes on, the west and north side needs to be up kept. Kevin stated on the north side the garbage tends to collect with the wind.

Teresa said it probably won't be a problem.

Commissioner Jeff Nielsen asked how long she has been up there.

Teresa stated a month and a half, two months.

Commissioner Wayne Olsen stated that where she started working there before she had her permits there are going to be some penalties.

Teresa said at first they were just using it for storage, then they picked up enough that they could do some manufacturing.

Ron Salvesen said the penalties are very minimal.

Chairwoman Terry Mann asked if she had a lease for a year.

Teresa said yes.

**ACTION**

Commissioner Wayne Olsen made a motion to approve the request for a site plan approval for a wood furniture business at 1700 East Anvil Road, Hyrum with the following stipulations 1)They must come up with a landscaping plan to keep weeds down especially on the west and north side's 2)If it turns into retail sales with customers coming to the site location they have to come back and get a conditional use permit 3)Before the business license is issued they pass a fire inspection 4)Pay penalties on all past due licensing fees. Commissioner Jeff Nielsen seconded the motion and all commissioners present voted aye.

Commissioner Jeff Nielsen asked if we have heard anything more from Neighborhood Non Profit.

Ron Salvesen stated they have not been able to get the road so they have transferred that money to a Smithfield project. They are planning on hanging onto this just delaying it a year or so.

Commissioner Jeff Nielsen asked if there were any discussions that they wanted to have as far as 6200 South before that gets developed.

Ron Salvesen said that it's hard because 6200 South was going to be an expensive road.

Commissioner Jeff Nielsen asked if 6200 South was a main road.

Ron Salvesen said it is.

Commissioner Jeff Nielsen asked if we wanted to limit accesses to it.

Ron Salvesen said he would be more inclined to limit it on the west side and not the east side.

Commissioner Jeff Nielsen said the east side of town is the easiest properties to develop in the city right now.

Ron Salvesen said yes and they can build for a long ways up there.

Commissioner Jeff Nielsen said to remember that Cody came in and was talking about people being aware of what goes on up there, it is a rural farming community. Jeff stated the city is going to get the brunt of that.

Ron Salvesen said he can see the farmers all around him selling

out.

Commissioner Wayne Olsen said you are talking second and third generations.

Commissioner Jeff Nielsen asked if there are very many lots left for sale in the city.

Ron Salvesen said not as many as last year at this time, they are filling up.

Commissioner Wayne Olsen asked if they are doing anything else on the Blacksmith Fork Park.

Ron Salvesen stated the splash pad should get done, volleyball pit, and the mayor would like to put a dog park up there.

***ADJOURNMENT:***

**ACTION            There being no further business before the Planning  
                         Commission, the meeting adjourned at 7:20 p.m.**

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Terry Mann  
Chairwoman

ATTEST:

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Michelle Jensen  
Secretary

Approved: March 10, 2016